



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 47

EFFECTIVE DATE: October 4, 2001; Revised March 10, 2003

SUBJECT: Flexible Maximum Hire Rate For Horticultural Attendant
and Horticultural Attendant/Leader Jobs

AUTHORIZATION: _____
Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective September 12, 2001, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the following job titles:

- Horticultural Attendant
- Horticultural Attendant/Leader

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary and appropriated.

IV. PROCEDURE:

As of March 10, 2003, when hiring employees in positions that are in the following job titles, the DOA will hire at the established Special Entrance Rate, which is attached:

- Horticultural Attendant
- Horticultural Attendant/Leader

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

As of March 10, 2003, employees who occupy positions in job titles affected by this Special Entrance Rate and whose pay is below the Special Entrance Rate, will be increased in pay up to the Special Entrance Rate.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUMA

Effective September 12, 2001 the Civil Service Commission approved a Flexible Maximum Hire Rate for positions in the Horticultural Attendant and Horticultural Attendant/Leader job titles statewide.

The following chart reflects:

1. The title, job code and pay level of the jobs affected, and
2. The 11/25/02 minimum of the pay grade of the jobs affected, and
3. The actual hire rates that will be utilized by the DOA when filling positions in these jobs from March 10, 2003 forward.

TITLE	JOB CODE	WS LEVEL	MINIMUM	HIRE RATE 3/10/03
Horticultural Attendant	134400	209	\$1,434.00/monthly \$661.60/biweekly	\$1,583.40/monthly \$731.20/ biweekly
Horticultural Attendant/Leader	128920	211	\$1,642.00/monthly \$757.60/biweekly	\$1,813.50/monthly \$836.80/biweekly